TRAINING REQUIREMENTS FOR RESEARCH INVOLVING HUMAN SUBJECTS

Social/Humanistic/Behavioral with HIPAA

REQUIREMENTS FOR PARTICIPATION IN HUMAN SUBJECT RESEARCH

1. Submit a current Financial Conflict of Interest Disclosure
   - http://www.creighton.edu/researchservices/rco/coi/coidisclosure/

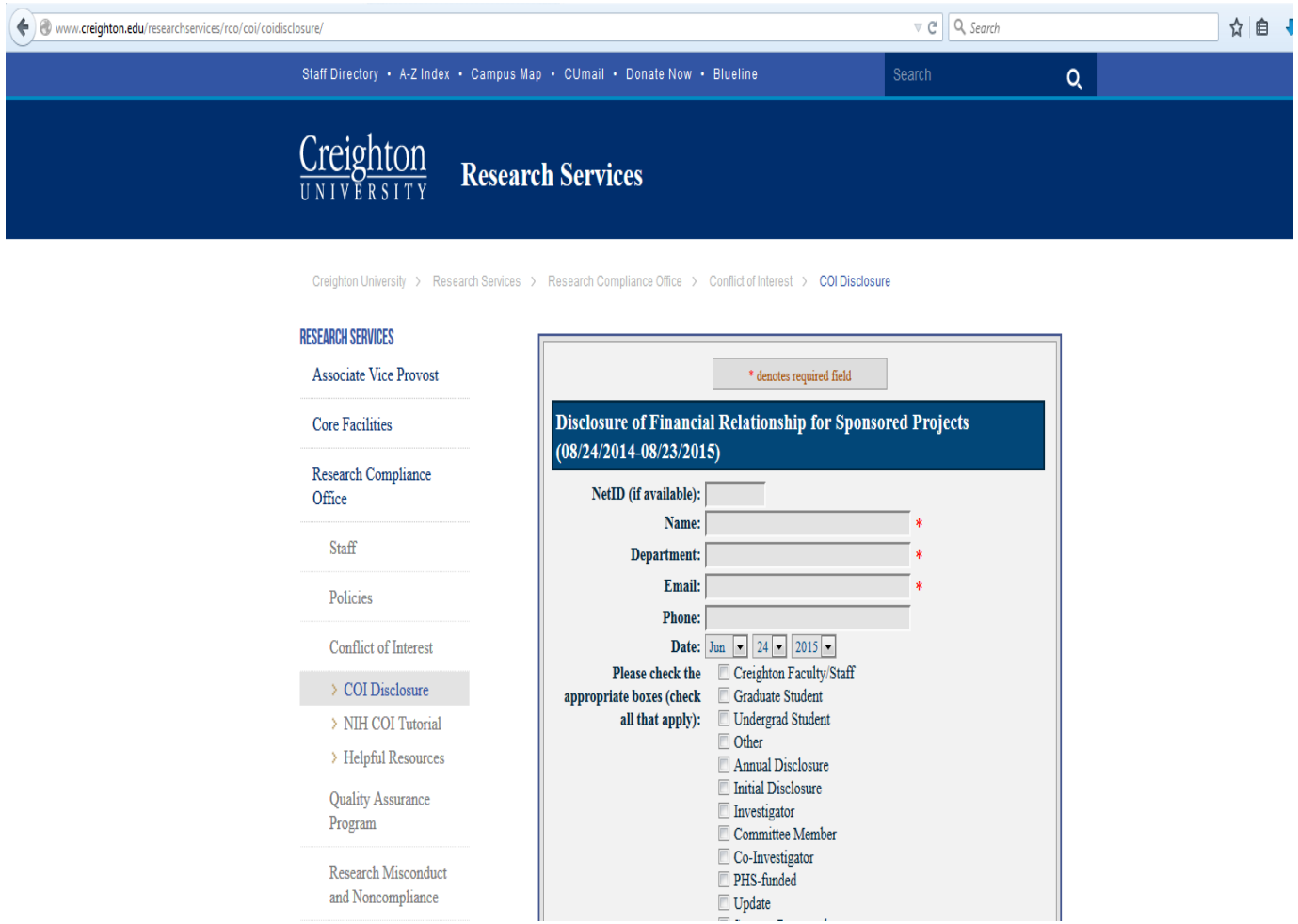
2. Complete the three required online courses
   - CITI Group 2 – Social/Humanistic/Behavioral Basic Course for the Protection of Human Subjects in Research Course
   - CITI Health Information Privacy and Security (HIPS) Course
   - CITI Social Behavioral Responsible Conduct of Research Course

FINANCIAL CONFLICT OF INTEREST DISCLOSURE

To access the Financial Conflict of Interest Disclosure go to:

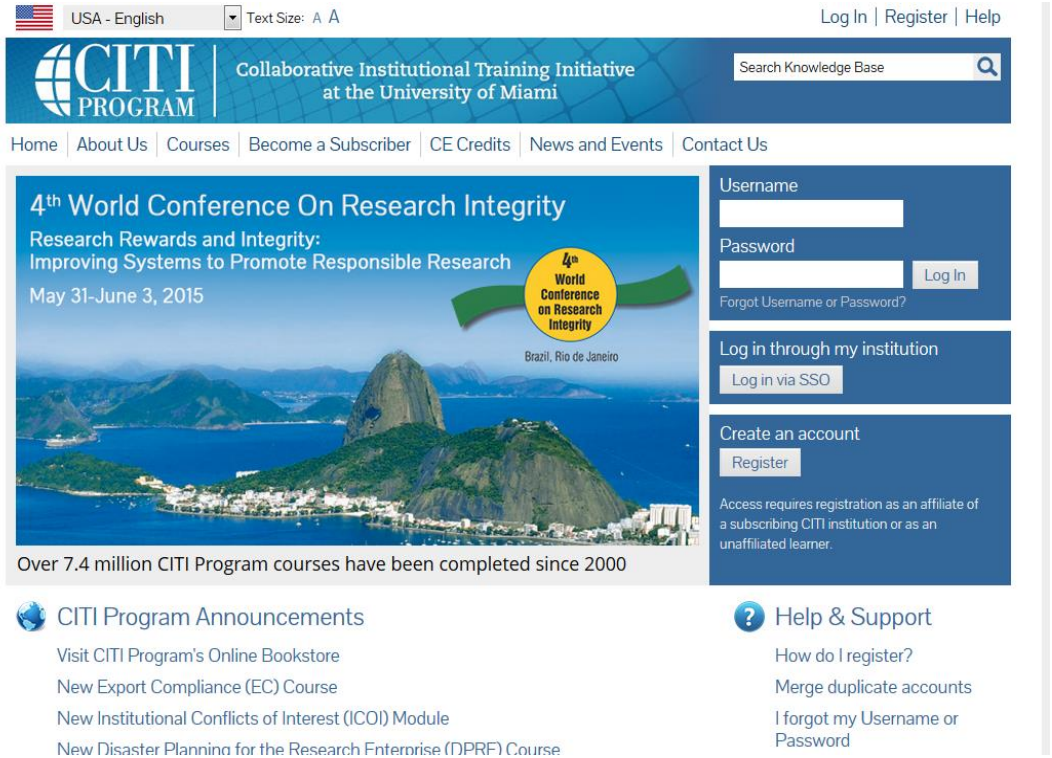
http://www.creighton.edu/researchservices/rco/coi/coidisclosure/

For questions, call the Research Compliance Education Office at 402-280-2680 or researchcomped@creighton.edu



CREATING YOUR NEW CITI ACCOUNT

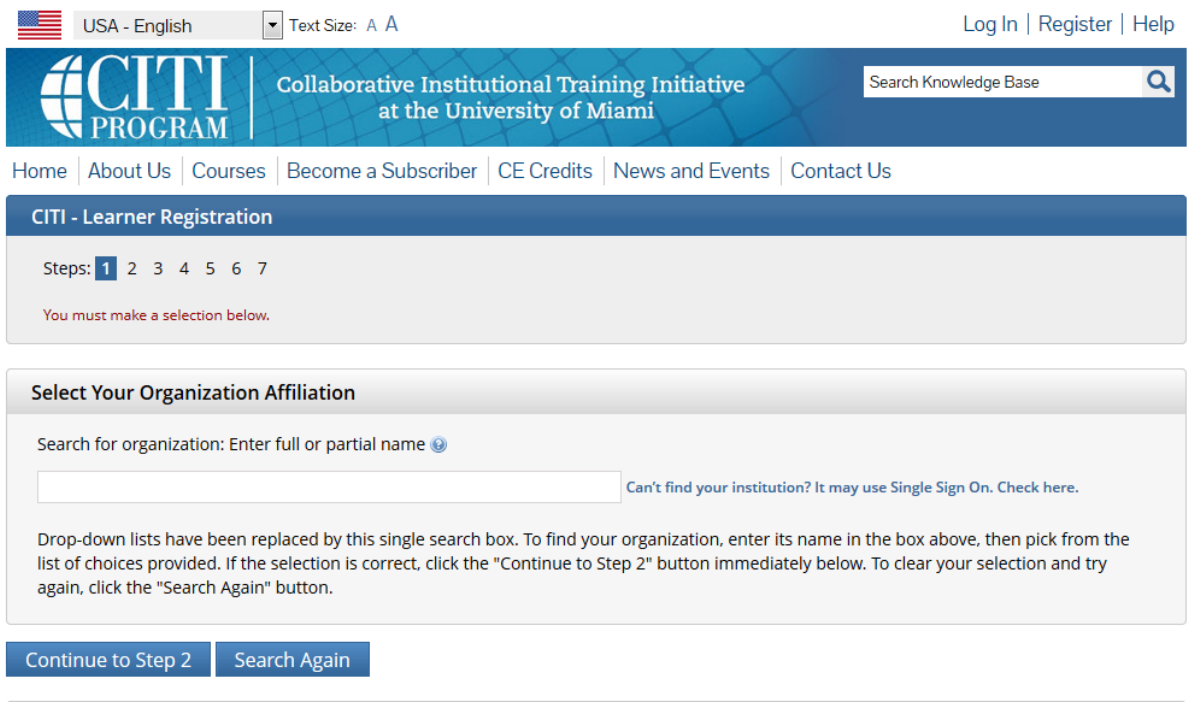
WWW.CITIPROGRAM.ORG



Create a NEW account with CITI.

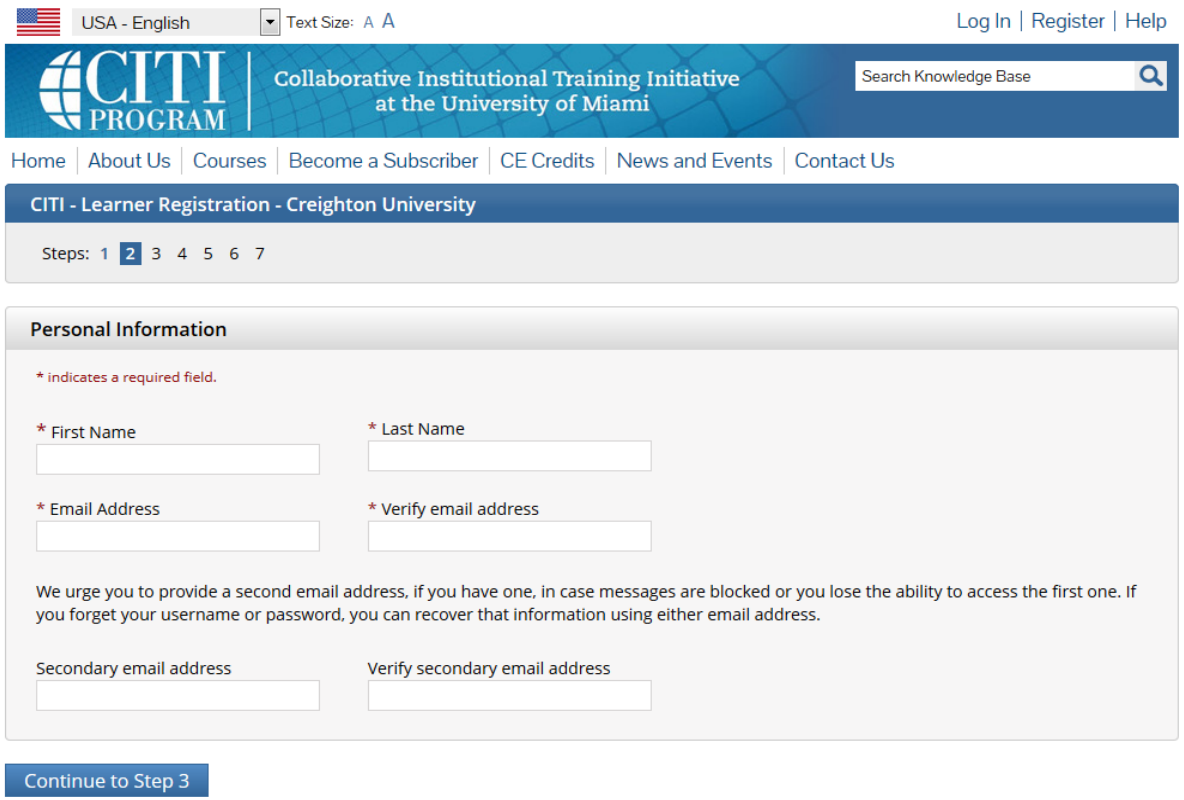
Log onto the CITI website by going to www.citiprogram.org.

Click "Register" to go to the registration page. Only create a new account if this is the first time you will ever complete CITI course(s).



Search for Creighton University to select your Organization Affiliation.

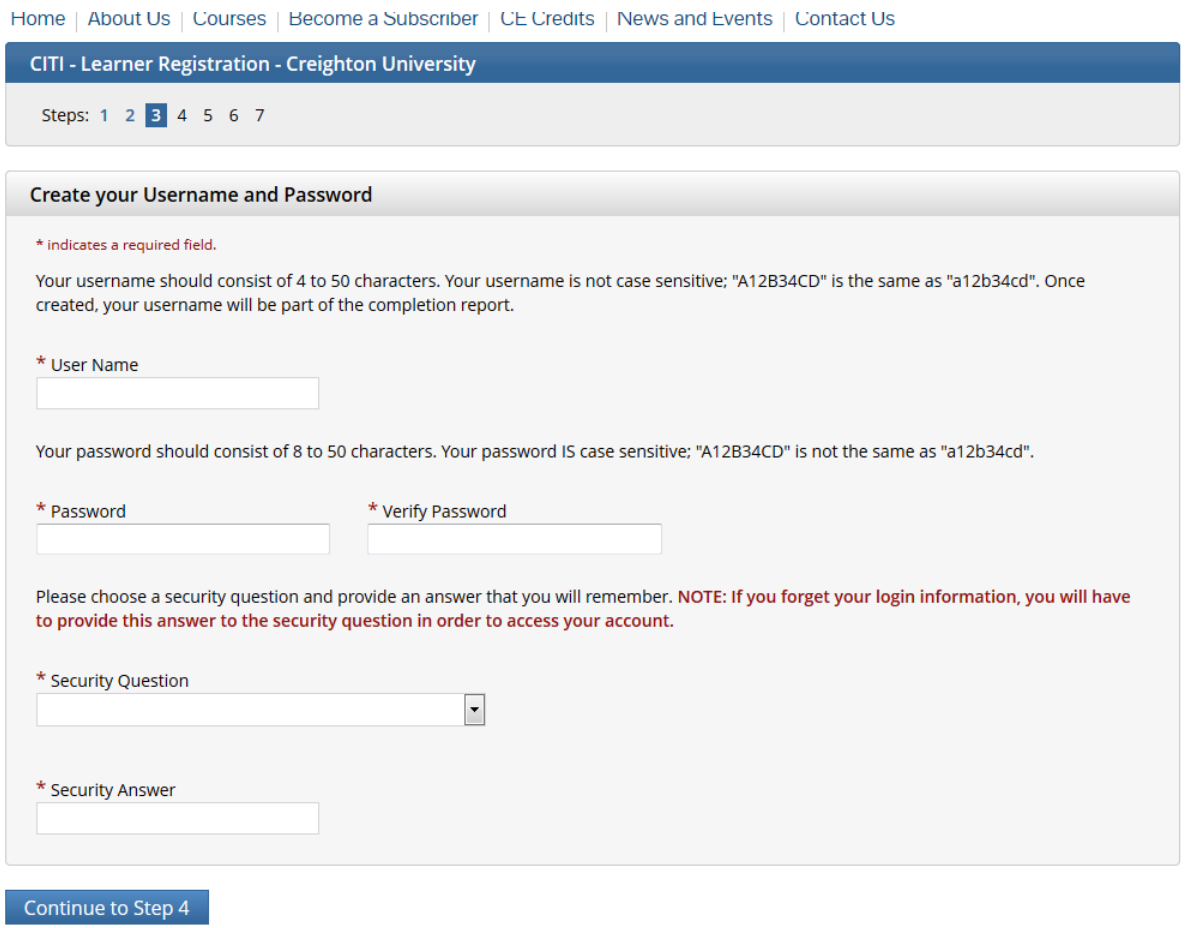
Continue to Step 2.



You will enter your name and your primary email address.

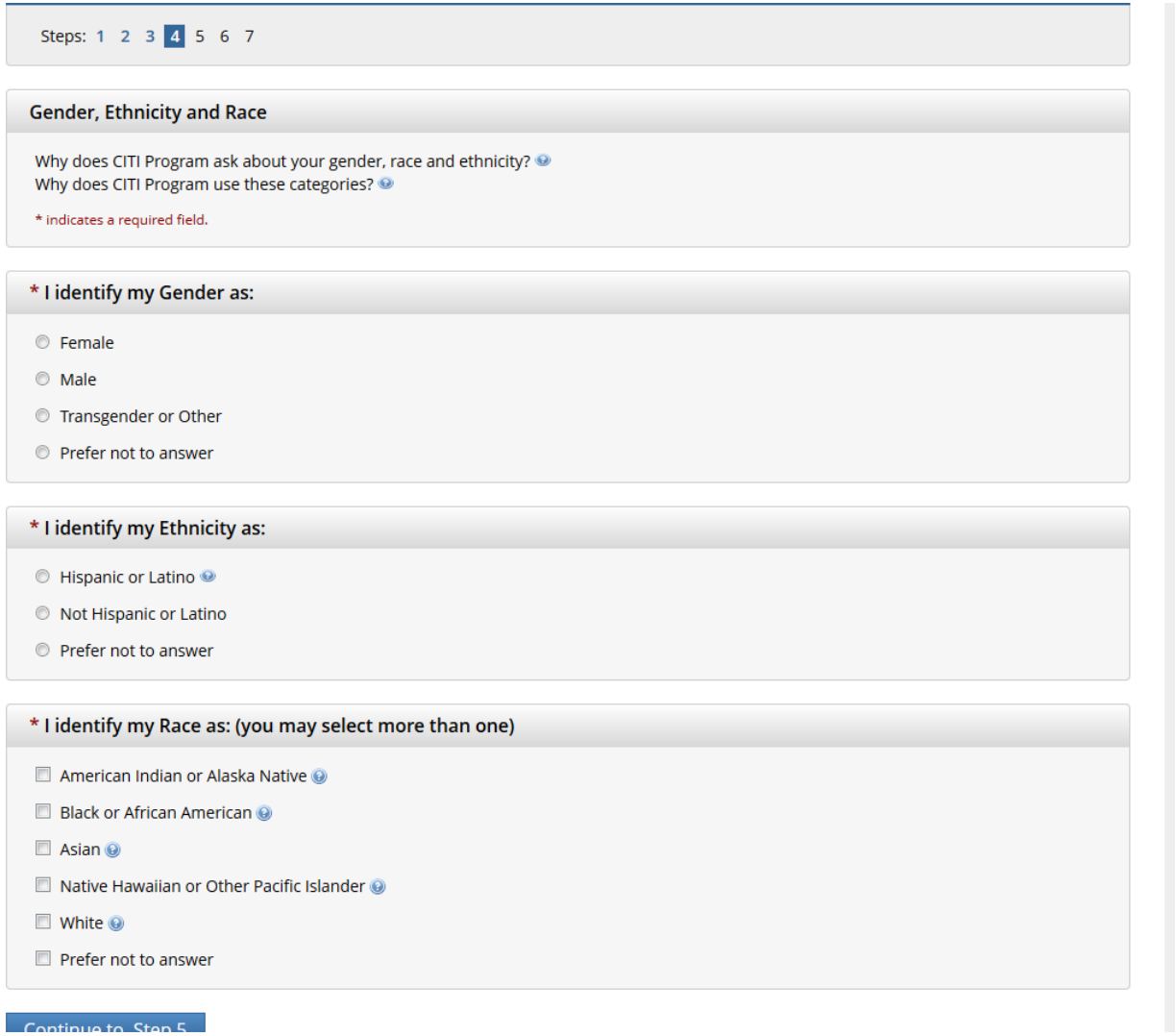
A secondary email address is a good idea, but not required.

Continue to Step 3.



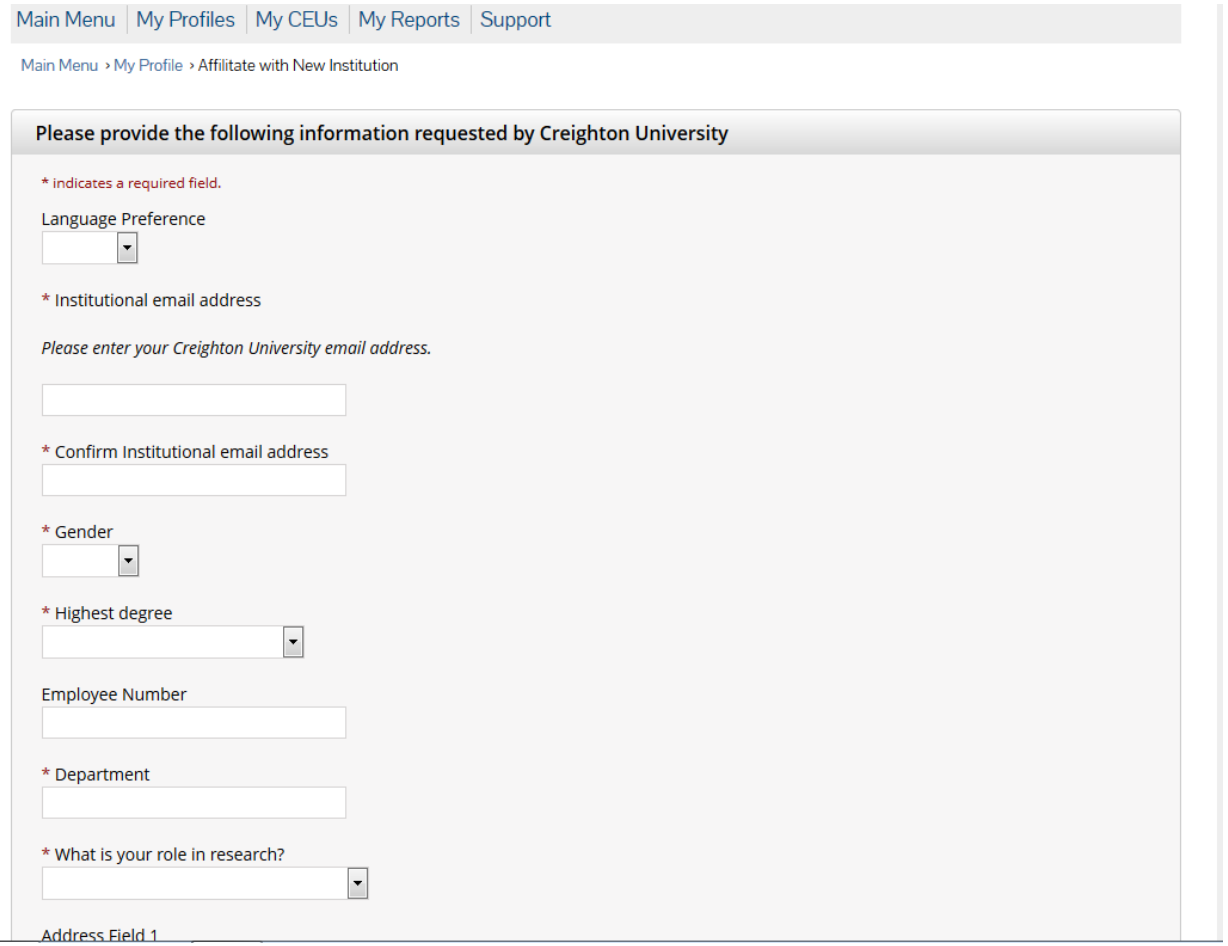
You will create your CITI username on this page, password and security questions and answer.

Continue to Step 4.



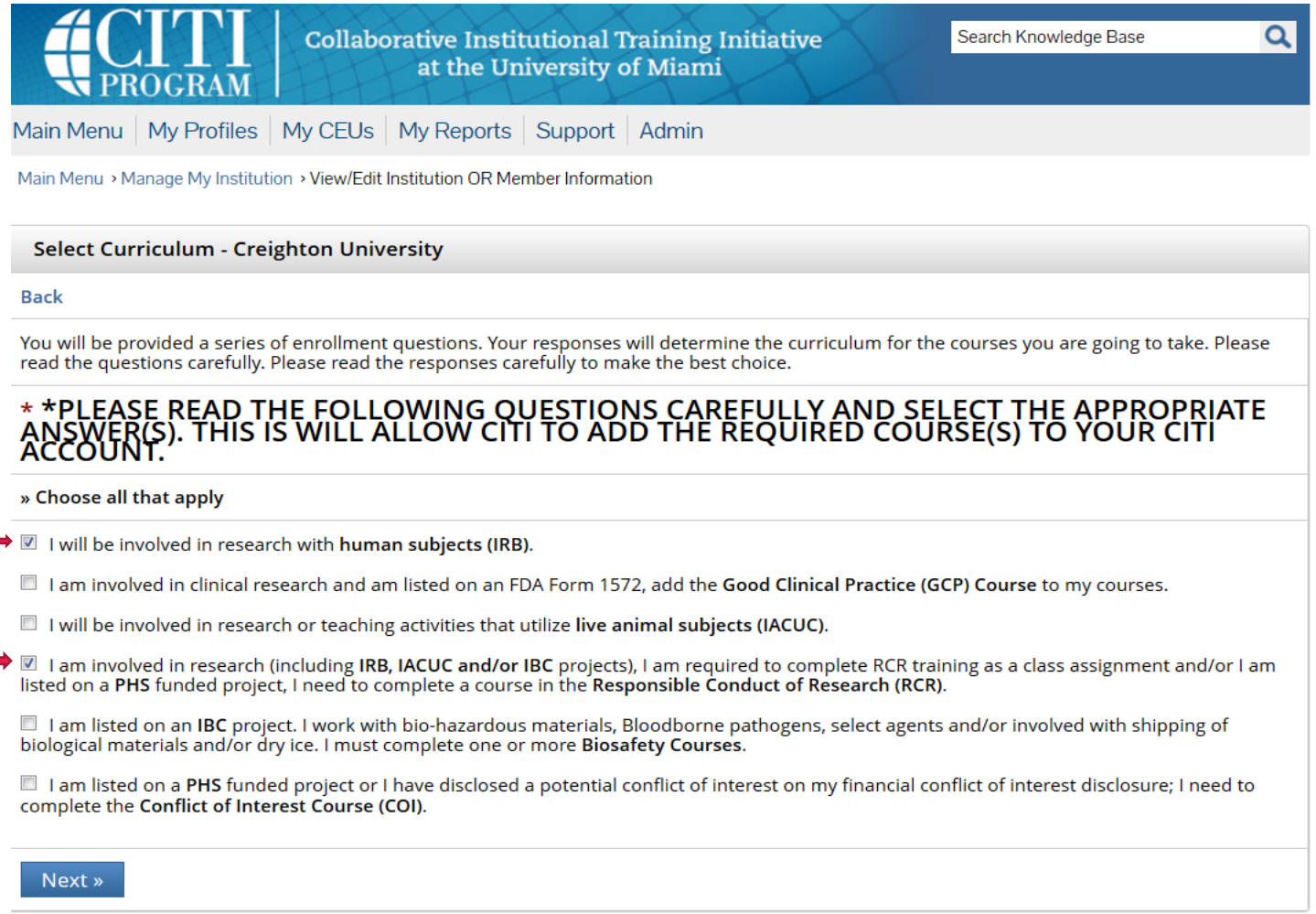
CITI asks gender/ethnicity/race questions. If you would prefer not to answer, select “Prefer not to answer”.

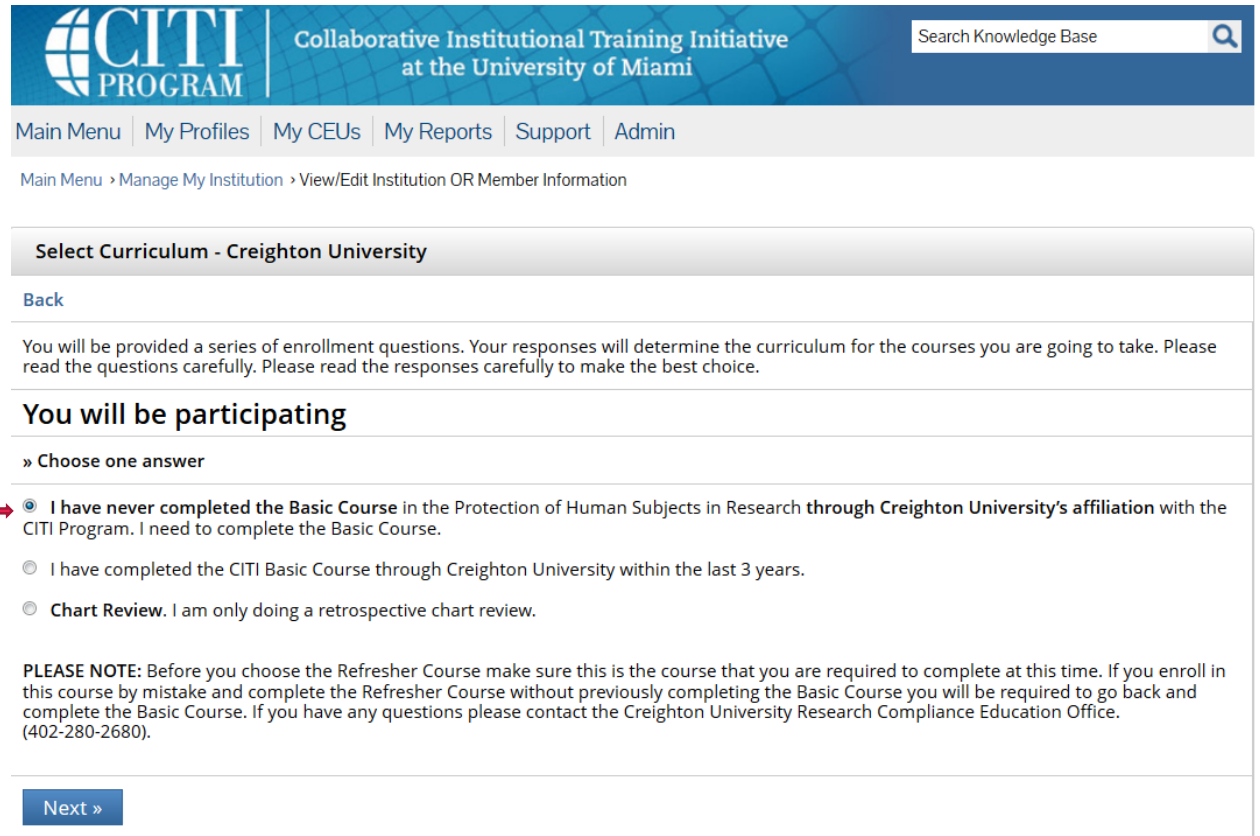
Continue to Step 5



On this page CITI is asking for information about you. Please note that you are only require to complete the questions with the red (*) asterisk; the remaining are optional.

To select the CITI courses that you will need to complete, please select the options as shown below




CITI PROGRAM
Collaborative Institutional Training Initiative at the University of Miami
Search Knowledge Base
Main Menu
My Profiles
My CEUs
My Reports
Support
Admin
Main Menu › Manage My Institution › View/Edit Institution OR Member Information
Select Curriculum - Creighton University
Back
You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.
You will be participating
» Choose one answer
I have never completed the Basic Course in the Protection of Human Subjects in Research through Creighton University's affiliation with the CITI Program. I need to complete the Basic Course.
I have completed the CITI Basic Course through Creighton University within the last 3 years.
Chart Review. I am only doing a retrospective chart review.
PLEASE NOTE: Before you choose the Refresher Course make sure this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course you will be required to go back and complete the Basic Course. If you have any questions please contact the Creighton University Research Compliance Education Office. (402-280-2680).
Next »

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu › Add Course/Update Learner Groups

Select Curriculum - Creighton University (311)

* indicates a required field.

If you will be involved with Human Subjects Research, what is your research focus?
Choose one answer

- I will be conducting **Biomedical Research**.
- I will be conducting **Social/Behavioral Research**.
- I will be conducting **Social/Behavioral Research** and I am required to have **HIPAA training**.
- My training needs to be RENEWED. I need to complete the **Group 1 – Biomedical Refresher Course**.
- My training needs to be RENEWED. I need to complete the **Group 2 – Social/Behavioral Refresher Course**.

Next | Start Over

CITI PROGRAM
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Main Menu › Manage My Institution › View/Edit Institution OR Member Information
Select Curriculum - Creighton University
Back
You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.
You need to complete a Responsible Conduct of Research Course.
» Choose one answer
I am participating in biomedical research and need the Biomedical Responsible Conduct of Research Course.
I am participating in social and behavioral research and need the Social and Behavioral Responsible Conduct of Research Course.
I am participating in work and/or research in one of the physical sciences and need the Physical Sciences Responsible Conduct of Research Course.
I am participating in research in one of the humanities and need the Humanities Responsible Conduct of Research Course.
I completed a Responsible Conduct of Research Basic course within the last three years through Creighton University. I need to RENEW my training by completing the Responsible Conduct of Research Refresh course.
Next »

The course name is the link to the course.

FINAL CHECK

HAVE YOU COMPLETED ALL THREE REQUIREMENTS?

Do you have an email confirming your Financial Conflict of Interest Disclosure has been submitted?

Have you completed the three CITI BASIC courses and do you have copies of the three CITI completion reports for the two courses?

IF YOU ARE MISSING ANYONE OF THESE, YOU ARE NOT FINISHED

IF YOU HAVE ANY QUESTIONS – PLEASE CONTACT

Research Compliance Education Coordinator

402-280-2680 (Office)

researchcomped@creighton.edu

IF YOU ARE GOING TO BE PARTICIPATING IN A HUMAN SUBJECTS RESEARCH PROJECT REQUIRING IRB REVIEW

- You must have an IRBNet User Profile. If you have never registered as a user with IRBNet, you must create your IRBNet User Profile.
- **PLEASE DO NOT CREATE A NEW USER PROFILE IF YOU HAVE PREVIOUSLY CREATED ONE!** If you are not sure whether or not you have an IRBNet account, please contact the IRB Office at 402-280-2126 or IRB@creighton.edu

To set up your USER PROFILE in IRBNet:

- Go to the instructions on the on the IRB website at:

http://www.creighton.edu/researchservices/rcocommittees/irb/irbnet/

- Scroll down to the link titled "IRBNet Registration Instructions" and select.

CHECK LIST FOR IRBNET USER PROFILE

HAVE YOU COMPLETED THE FOLLOWING?

- Have you verified your IRBNet User Profile? (*This is done by clicking on the link in the email you received from IRBNet after registering*.)
- Have you linked your CITI training to your IRBNet User Profile by selecting "Add an External Account". You will need your CITI member ID#?
- Have you verified that you want your CITI training linked to your IRBNet User Profile? (*This is done by clicking on the link in the email you received from IRBNet after entering your CITI Member ID#.)*
- You will not see your CITI training on your IRBNet profile until the following morning after you have verified the link.

CHECK LIST FOR IRBNET USER PROFILE
HAVE YOU COMPLETED THE FOLLOWING?

- DO NOT UPLOAD YOUR CITI COMPLETION REPORTS. Training must be loaded by CITI.

- YOU WILL NEED TO SUBMIT THE FOLLOWING TO THE IRB THROUGH YOUR IRBNET USER PROFILE:
    1. You should have received a confirmation email when you submitted your financial conflict of interest disclosure. You MUST upload the confirmation to your IRBNet User Profile and submit.
    2. If you have a CV and/or a Professional License, please upload to your user profile and submit.

IF YOU HAVE ANY QUESTIONS REGARDING IRBNET PLEASE CONTACT

IRB Office

402-280-2126 (Office)

irb@creighton.edu